

# **10 FAM 420 U.S. STUDENT GRANTS**

*(TL:PEC-01; 10-01-1999)*

## **10 FAM 421 INTRODUCTION**

*(TL:PEC-01; 10-01-1999)*

a. The purpose of this section of the FAM is to provide information and guidance for processing Fulbright grants to U.S. students. It outlines the responsibilities of the various organizations involved in the selection of grantees, the awarding of grants, supervision of the program, and other administrative functions.

b. Guidance in the achieving of the objectives of the program and managing the operational details follows the directives in the Policy Statements of the Board of Foreign Scholarships, Chapter 400.

c. The grants awarded to U.S. students are for the purpose of academic study and supervised research abroad, or in some cases for instruction and supervised practice in professional skills such as in art, music, law, business, medicine and other fields.

d. The information in this manual is intended to be a guide for Posts and Commissions/Foundations abroad, and within the United States, for the Bureau of Educational and Cultural Affairs of the Department of State, the Institute of International Education, and other agencies involved in arranging study and research programs for U.S. students under the Fulbright Act.

### **10 FAM 421.1 Legal Authorization**

*(TL:PEC-01; 10-01-1999)*

The activities described in this section of the manual are authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended (Pub. L. 87-256, September 21, 1961, the Fulbright-Hays Act).

### **10 FAM 421.2 Definitions of Terms**

*(TL:PEC-01; 10-01-1999)*

a. **U.S. Student.** A citizen of the United States who is an applicant for a grant, or a grantee, who plans a program of academic study or research in a university abroad at the post-baccalaureate level under the sponsorship of the Fulbright Program.

b. **Teaching Fellows and Assistants.** These grants are for a program of study or research either of which may be combined with a teaching assistantship.

c. **Commission/Foundation.** Either a binational Commission or Foundation established by an Executive Agreement between the United States and a foreign government under the Mutual Educational and Cultural Exchange Act of 1961.

d. **Post.** The Public Diplomacy section at a U.S. mission abroad. If no Public Diplomacy section exists, "Post" may refer to the U.S. Embassy in general.

**Note:** In this manual, situations that require different handling for Commission and non-Commission grants are presented in parallel. The expression "Commission/post" is used to indicate responsibility of both the Commission and the Post in some instances and Commission or Post in others.

e. **J. William Fulbright Foreign Scholarship Board (BFS).** A twelve member Presidentially-appointed body drawn principally from the U.S. academic community with statutory responsibility under the Mutual Educational and Cultural Exchange Act of 1961, the Fulbright-Hays Act, for the selection of all academic exchange grantees and the supervision of the Fulbright Program including the establishing of policy guidelines governing all such exchanges. The authority of the Board applies to programs in both Commission and non-Commission countries. In this section the initials "BFS" identify this body.

f. **Cooperating Agency (CA).** The principal private organization, under contract to the Bureau of Educational and Cultural Affairs, that assists in the administration of the regular Fulbright U.S. Student program.

g. **Bureau of Educational and Cultural Affairs (ECA).** The section of the U.S. Department of State having the responsibility, among others, for the Fulbright Program throughout the world. In its organizational arrangement the Bureau has an Office of Academic Exchange Programs (ECA/A/E), which has the direct responsibility for the administration of the program.

## **10 FAM 421.3 Background**

*(TL:PEC-01; 10-01-1999)*

a. Prior to World War II, there was an extensive exchange of students between the United States and foreign countries, mostly in Europe. These exchanges were supported by universities both in the United States and abroad, and by privately-funded organizations. The exchanges were

often for the purpose of mastering a foreign language or study of a culture, but other fields were included.

b. The Fulbright Program has increased the number of opportunities available and students from virtually all colleges, universities, and other educational institutions in the United States are eligible to apply. Moreover, a student does not have to be enrolled at a university to be eligible for consideration; if the student meets the basic academic and/or professional qualifications, he or she may apply "at large" and have equal standing as a candidate.

c. Activities considered appropriate for a Fulbright grant include all academic fields, with few exceptions, and a wide range of professional study, training, and practice.

## **10 FAM 422 THE FULBRIGHT GRANT**

*(TL:PEC-01; 10-01-1999)*

a. All Fulbright grants are generically the same—they differ only in the amount and type of support provided to a scholar to permit his or her participation in a program of international educational exchange. The amount of financial support may range from minimum support to many thousands of dollars, or equivalent. Other support may take the form of insurance, books and materials, housing, travel, and other necessities. The objective of the grant is to permit the student to concentrate on the project without undue concern for financing.

b. Grants are awarded for full-time study or research (for candidates in academic fields), or full-time training or activity (for candidates in the performing arts and professional fields). Grantees may not undertake remunerative employment during the grant period without prior written approval by the Commission or posts. Grantees are discouraged from undertaking any remunerative employment if it conflicts with the project to be carried out under the grant. Exceptions to the above are certain assistantships which involve teaching duties.

### **10 FAM 422.1 Types of Grants**

*(TL:PEC-01; 10-01-1999)*

a. **Fully Funded Grants.** Some grants are fully-funded from Educational and Cultural Exchange appropriations to provide all essential expenses to enable the grantee to carry out an academic year's study, research, or professional instruction abroad.

b. **Partial Grant.** Partial grants are awarded to supplement other non-Fulbright funding to a level that will permit the grantee to accept an award for study abroad. The most common form of partial grant is basically to cover travel expenses.

c. As an example of the application of the partial grant certain countries in Europe and elsewhere offer U.S. students scholarships which may include tuition and/or maintenance, and other fees. These grants often do not include travel. A U.S. student recipient of one of these awards may be eligible for a Fulbright grant, which can include funds for travel. To obtain information about eligibility and the terms of these awards the student should be advised to contact the cooperating agency or the campus Fulbright Adviser.

## **10 FAM 423 ELIGIBILITY CRITERIA AND FACTORS AFFECTING SELECTION**

### **10 FAM 423.1 Eligibility Criteria**

*(TL:PEC-01; 10-01-1999)*

a. Applicants must hold U.S. citizenship at the time of application.

b. Grantees must hold the Bachelor's degree or equivalent before beginning the grant. Exceptions to this rule are:

(1) Applicants who have not earned a B.A. degree or the equivalent, but who have extensive professional study and/or experience in fields in which they wish to pursue a project may be considered.

(2) In the creative and performing arts, four years of professional study and/or experience meet the basic eligibility requirement.

(3) Applicants in medicine must have an M.D. or the equivalent (e.g. D.D.S., O.D.) degree at the time of application.

(4) Applicants may hold a J.D. degree at the time of application.

(5) Under certain conditions, post-doctoral projects may be considered.

c. **Discrimination.** Applicants will be considered without regard to race, color, religion, age, and sex.

d. **Health.** Applicants must be of sound mental and physical health. Candidates who receive the recommendation of the cooperating agency National Screening Committee and who are designated principals by the

Commission/post will be required to submit a satisfactory Certificate of Health from a physician.

e. **Language.** Applicants must have sufficient fluency in the language(s) of the host country to communicate with the people and to carry out the proposed study. This is especially important for students wishing to undertake projects in the social sciences and humanities.

f. **Adaptability.** Screening committees are asked to evaluate the candidates' personal qualifications and potential for effective adjustment to living and to the academic situation abroad. Personal interviews are often useful in assessing these qualities. Normally, candidates who apply through their college or university are interviewed by the campus committee and the results forwarded with the application documents to the cooperating agency for the information of the National Screening Committee (NSC).

g. **Representative of the United States.** Applicants are expected to be responsible citizens who can contribute a full and fair picture of the culture and civilization of the United States, including its remarkable diversity, and can thereby contribute to the understanding and friendship between the people of the United States and the people of the host country.

h. Preference will be given to those who had most of their high school and undergraduate college education at institutions in the United States Foreign study during the junior year or for other periods of undergraduate study which are integral parts of the curriculum of their institution is not considered disqualifying

## **10 FAM 423.2 Special Cases and Exceptions**

*(TL:PEC-01; 10-01-1999)*

a. Certain employees and the immediate members of their families of any agency involved in the administration of the Program are ineligible for consideration for grants.

b. A person who has been convicted, or under indictment, for a felony, or is not a loyal citizen, may be considered ineligible.

c. No candidate may receive concurrently or consecutively more than one student grant under the Fulbright-Hays Act. This provision does not apply to second year renewals in continuation of an initial grant or to individuals who have previously held only a travel grant

## **10 FAM 423.3 Factors Affecting Selections**

*(TL:PEC-01; 10-01-1999)*

- a. Other qualifications being equal, applicants having served in the U.S. armed forces will receive preference
- b. Preference will be given to those candidates who have not resided or studied in the country to which they are applying for more than six months.
- c. Foreign-born candidates may be considered for the country of their birth, but preference will be given to those who have not recently been in the country of their birth for significant periods.
- d. Duty abroad in the U.S. Armed Forces is not considered disqualifying within the meaning of this section.
- e. Fundamental to the objectives of the program is the affiliation of the applicant with an acceptable institution abroad. If, in the country to which the student is applying, no supervising agency can effect a satisfactory placement of the applicant, and it is the view of the Commission/post that the nature of the project requires a placement, the grant cannot be awarded.
- f. Requirements of programs in certain countries permit only the placement of advanced degree applicants, and in some other countries certain fields of study are closed. Applicants should check with The cooperating agency to ascertain if the country in which they are interested has any restrictions of this type.
- g. For certain countries, especially those in which English is the native language, the competition for grants is so keen that many highly-qualified candidates cannot be placed. Applicants should be advised of this situation and counseled to apply to some alternate country where their project can be carried out, assuming, of course, that any language requirements can be met.
- h. Members of the same family are eligible to receive grants concurrently when both have applied and have been recommended in the regular competition.

# 10 FAM 424 PUBLICITY AND APPLICATION PROCESSING

(TL:PEC-01; 10-01-1999)

a. **National Publicity in the United States.** National publicity for the U.S. student exchange activities of the Fulbright program poses few problems. The name is recognized, particularly in the academic world, and over the more than fifty years of its existence there has been enough nationwide publicity to give strong assurance that virtually all accredited institutions of higher education are aware that Fulbright grants are available to qualified scholars. What is not as widely understood is the process by which one obtains a Fulbright grant.

(1) It is the responsibility of the Bureau and the cooperating agency to disseminate information about the award possibilities for students. Each year this organization publishes a number of booklets listing grant opportunities all over the world, and detailing the qualifications necessary to apply for a grant. These bulletins go to colleges, universities, publications and professional organizations. More than 1,700 Fulbright Program Advisers on campuses all over the country get these materials sent routinely, and individual announcements go to more than 12,000 department chairmen, area studies directors, study abroad advisers, as well as to Members of Congress, all Commissions/Foundations/posts abroad, and interested individuals. In addition workshops are held in various parts of the U.S. in order to explain criteria and procedures, and to respond to the questions and concerns of those seeking information about the program.

(2) Up-to-date information on the Fulbright Student program is available on the Bureau of Consular Affairs' worldwide website.

(3) Grants to U.S. students to permit them to study abroad number about 800 per year, with the majority of these in European countries. However, U.S. students are demonstrating increasing interest in other world areas.

b. **Campus Publicity.** Most campuses have someone on the faculty or administration designated as the Fulbright Program Adviser. This person will receive from the cooperating agency the materials announcing the grant opportunities for the next academic year with the necessary application forms, detailed instructions for applying, and supporting materials calling attention to new openings and specific opportunities in certain subjects.

c. **Non-Academic Grants.** The Fulbright Program is often thought of as fundamentally an academic activity. Not as well understood are the many opportunities for students and young professionals in the creative and

performing arts, and also some in the more traditional professions of medicine, law, engineering and other subjects. The cooperating agency includes listings of these opportunities in its national publicity for the entire program. In addition, the cooperating agency participates in meetings, conferences, and other activities involving professionals in specific fields to disseminate information about the program and the availability of grants.

d. **Partial Grants:**

(1) Partial grants are available for some countries and applications should be submitted to the cooperating agency to meet the late October deadline, the same as for fully-funded grants.

(2) The cooperating agency will accept partial grant applications under a number of different circumstances:

(a) As a separate application for partial support including travel because the student has already arranged his or her support; and

(b) For certain other situations under which the student might be able to establish eligibility.

e. **Method of Application:**

(1) Interested students may obtain application forms from the Fulbright Program Adviser on campus. If there is no such person designated, or if the interested student is not enrolled at a university, the prospective applicant may obtain application forms directly from the cooperating agency. Students abroad may obtain application materials by writing to the cooperating agency and requesting the documents necessary.

(2) At-large students may receive application materials by obtaining and submitting a "Request for Application Form for At-Large Applicants Only." This form is the final page of the cooperating agency's booklet, "Fulbright and other grants for graduate study abroad." The booklet may be found in the offices of Fulbright Program Advisers at most colleges and universities, and may also be obtained by writing to the cooperating agency.

## **10 FAM 424.1 Schedule for Processing Applications**

### **10 FAM 424.1-1 May 1**

*(TL:PEC-01; 10-01-1999)*

Application period begins for grants to be activated the following year.



### **10 FAM 424.1-2 Late October**

*(TL:PEC-01; 10-01-1999)*

Application period ends.

### **10 FAM 424.1-3 November/December**

*(TL:PEC-01; 10-01-1999)*

Applications considered by National Screening Committees.

### **10 FAM 424.1-4 January**

*(TL:PEC-01; 10-01-1999)*

Recommended applications will be sent by the cooperating agency to Commissions/posts and to appropriate ECA/A/E branches.

### **10 FAM 424.1-5 February**

*(TL:PEC-01; 10-01-1999)*

BFS approvals are sent to Commissions/posts and to appropriate ECA/A/E branches.

### **10 FAM 424.1-6 March/April**

*(TL:PEC-01; 10-01-1999)*

Acceptances are received from Commissions/posts. Grantees notified. Non-selected applicants are advised of decisions.

### **10 FAM 424.1-7 May/June/July**

*(TL:PEC-01; 10-01-1999)*

Some ECA/A/E branches arrange orientation programs.

### **10 FAM 424.1-8 September**

*(TL:PEC-01; 10-01-1999)*

Grantees begin their projects.

## **10 FAM 424.2 Stages in Selection**

### **10 FAM 424.2-1 Review of Applications and Campus Interviews**

*(TL:PEC-01; 10-01-1999)*

a. Campus committees consisting of representatives of several different departments of the university/college are usually convened by the institution's Fulbright Program Adviser to interview candidates. The committee is expected to evaluate the applicants in both personal and academic/professional terms. Applicants are rated in a range from the very highest qualifications to not acceptable; the committee then forwards the applications to the cooperating agency. At this stage of the competition no applications may be eliminated.

b. The competition for grants to "at-large" candidates follows the same general procedures as that for candidates affiliated with universities in the United States except there are no interviews.

### **10 FAM 424.2-2 Action on Applications**

*(TL:PEC-01; 10-01-1999)*

a. Upon receipt of the applications processed by the campus committees the cooperating agency staff screens the dossiers for completeness and any misinterpretations of the instructions. Any problems are brought to the attention of the applicant for correction, if possible.

b. The cooperating agency has established a National Screening Committee (NSC) composed of senior academicians and leaders of professions in the United States to review and evaluate applications and to determine the final panels of candidates recommended for grants. The screening process in academic fields is conducted by the NSC on a rational basis; recommendations in the creative and performing arts are made from a single national competition by professional panels in specific fields.

c. Most campus committees require a personal interview with each applicant. Reports of these interviews are used by the National Screening Committees in their evaluation of a candidate's credentials.

d. The cooperating agency reviews the panels of recommended candidates and alternates to verify eligibility and prepares the panels to be sent to each country following the recommendations of the NSC.

e. The panels list candidates in rank order, field of study, and according to program, either academic or for the creative and performing arts. The panel listing and the candidate's application materials are sent by the

cooperating agency directly to the Commissions/posts with copies to ECA/A/E.

f. In establishing the rank order the academic group is separated from the professional group so that the #1 of the academic group and the #1 of the professional group may be considered of approximately equal standing.

## **10 FAM 424.2-3 Review of Applications**

*(TL:PEC-01; 10-01-1999)*

### **Review of Applications by Commissions/posts**

(1) The cooperating agency forwards the panels and applications to the Commissions/posts by January 15 of the year in which the grant is expected to be activated. Upon receipt of the documents the Commissions/posts study the applications, taking into account factors which include suitability of the project proposed, the language ability of the applicant, indications of possible health problems and the acceptability of the applicant to the institution to which he or she may be affiliated.

(2) In certain fields, depending on the conditions prevailing in the country, some proposals may arouse sensitivities which Commissions/posts may wish to consider carefully before accepting an application. The use of questionnaires or extensive interviewing may cause problems and be unacceptable to the host country, and some areas for research such as public opinions on political, economic, or military matters can be off-limits to foreign students generally.

(3) The binational organization of the Commissions is most helpful in evaluating the acceptability of a proposed project.

(4) In view of the essentially academic character of the program, it is expected that the majority of student grantees will have projects requiring institutional affiliation. However, for advanced graduates interested primarily in independent research this affiliation may in actuality be nominal. If the executive agreement with the country so provides, the Commission may recommend that this requirement be waived if the circumstances of the individual case seem to warrant such a recommendation. This is most likely to occur in the special category fields such as art or music, in which a grantee may pursue a valid study program under the direction of an individual teacher.

## 10 FAM 424.2-4 Reporting on Candidates

(TL:PEC-01; 10-01-1999)

a. At the earliest possible date after receipt and review of the applications, the Commission/post should report their decisions to ECA/A/E with a copy to the cooperating agency.

b. Candidates for whom the Post/Commission recommends non-selection means that under no circumstances would the Post/Commission be able to accommodate the candidate in the current year. Such a recommendation does not necessarily imply any lack of quality on the part of the candidate or his or her project. In some cases, for example, it may be simply a matter of unavailability of an opening for the specific field of study. The Commission or Post should give specific reasons for which non-selection is recommended. Grouping a number of candidates under several general reasons is not sufficient unless all of the reasons apply equally to all of the candidates.

c. Some valid reasons for recommending non-selection are:

(1) Resources or facilities for the proposed study project are unavailable in the host country, or suitable academic affiliation or supervision cannot be arranged.

(2) The grant is unsuitable in the light of prevailing conditions or attitudes in the host country.

(3) The candidate's academic preparation or language competence is insufficient to enable the scholar to carry out the project successfully under the conditions afforded in the host country.

(4) The candidate is personally unacceptable to the host country or to the institution where he or she would have to be placed.

**Note:** Commissions/posts should not give reasons to candidates who have been recommended for non-selection.

d. Commissions/posts report simultaneously to the cooperating agency and the appropriate ECA/A/E area branch office the names of candidates whom the Commission/post expects to place and those to whom it wishes to assign alternate status, with an indication of the priority order of those listed as alternates.

e. The Commission/post notifies ECA/A/E of any candidates it recommends for non-selection.

f. For those the Commission/post is intending to accept, it proceeds to arrange institutional affiliation as appropriate while following the guidelines of the BFS.

g. It may not be desirable or possible to arrange a satisfactory institutional affiliation at the time the Commission/post wishes to issue a grant. If there is convincing evidence that the student can be affiliated given a reasonable amount of time, under these circumstances the grant may be issued with the notation "Affiliation (Placement) to be Arranged." Otherwise, if there is any doubt that a placement may be possible, the issuing of the grant should be withheld until the situation has been clarified.

## **10 FAM 424.3 Responsibilities**

### **10 FAM 424.3-1 Commission Countries**

*(TL:PEC-01; 10-01-1999)*

a. The cooperating agency sends the panel of candidates recommended by the NSC to the Commission and to the relevant geographic branch of ECA/A/E which, in turn, submits the panel to the BFS for approval. The Commission reviews the panel and makes its decision about the students to be offered grants. The Commission then sends each student approved a letter of award, the grant document (in quadruplicate), and the terms and conditions of award statement which is usually a three to four page document. The student keeps the original grant document and signs the three copies. The student then sends one copy to the Commission and two copies to the cooperating agency. The cooperating agency sends one copy to the ECA/A/E relevant geographic branch. The cooperating agency prepares a congratulatory letter which is signed by the BFS Chairman.

b. Subsequently, the Commission sends a congratulatory letter to the student with a copy of a press release form, announcing the grant, which the student can send to the local newspaper.

c. The cooperating agency sends a non-select letter to students who have applied for grants to Commission countries and have not been selected.

### **10 FAM 424.3-2 Non-Commission Countries**

*(TL:PEC-01; 10-01-1999)*

a. The cooperating agency sends the panel of candidates, recommended by the NSC, to the Posts and to the relevant ECA/A/E geographic branch which in turn submits them to the BFS for approval. The branch notifies the cooperating agency and the Post of BFS approval. The Post re-

views the panel and makes its decision. The Post's recommendations are forwarded to the cooperating agency and the geographic branch. The cooperating agency prepares the BFS congratulatory letter. ECA/A/E then authorizes the cooperating agency to prepare and send the grant document with terms and conditions of award to the student. The student signs the grant and returns it to the cooperating agency which sends a copy to the appropriate ECA/A/E geographic branch. After the student accepts the award, the cooperating agency sends the grantee information on travel, insurance, a press release form, and any relevant material.

b. The cooperating agency sends the alternate and non-select letter to students who have applied for the grants to non-Commissions countries and have not been selected, or have been named alternates.

### **10 FAM 424.3-3 Final Selection**

*(TL:PEC-01; 10-01-1999)*

a. The BFS makes final decisions on the applications of all candidates in the program. It is the policy of the BFS not to make information generally available explaining the reasons for acceptance or rejection of any candidate, but it does give the cooperating agency the background for decisions to reject or to assign alternate status for the guidance of these organizations in the conduct of future competitions.

b. ECA/A/E notifies Commissions of action taken by the BFS, and for non-Commissions countries, notifies the cooperating agency of the BFS decision.

c. Final approval and issuance of any grant depends on:

- (1) Completion of ECA/A/E administrative actions;
- (2) Commission/post concurrence on proposed selections;
- (3) Affiliation with suitable academic institution abroad, or acceptable alternative;
- (4) Approval of student applicant and research activities if required by the host country government;
- (5) Student's satisfactory medical report.

# **10 FAM 425 ACTION ON PANELS OF CANDIDATES**

## **10 FAM 425.1 Arranging Placement Abroad**

*(TL:PEC-01; 10-01-1999)*

a. **Placement by Post/Commission..** In some countries, the Post/Commission undertakes the responsibility for the placement of student applicants. In many cases Commissions/posts have a working relationship with the institutions of the country and placement can be arranged routinely. Occasionally some project proposals pose problems because of the lack of facilities or the non-availability of qualified personnel at the institution normally the host for U.S. students in the particular field. The Post/Commission is then faced with the problem of finding a suitable alternative, or rejecting the application.

b. **Self-Placement by Applicant:**

(1) Some student grantees are able to secure their own placement, in which case the Post/Commission has only to confirm the arrangement.

(2) In many countries, affiliation with a university is the responsibility of the student grantee.

## **10 FAM 425.2 Grants to Members of U.S. Armed Forces**

*(TL:PEC-01; 10-01-1999)*

Members of the U.S. Armed Forces receiving Fulbright awards may have available to them continuing support from the military. With this in mind, the Fulbright award is generally applied to those items not covered such as tuition/fees, books and incidentals. This conforms to limits of support extended to civilian applicants who similarly have financial assistance from outside the Program.

## **10 FAM 425.3 Information on Decisions**

### **10 FAM 425.3-1 Letter of Award**

*(TL:PEC-01; 10-01-1999)*

a. Commission countries send to each successful applicant a grant authorization, a letter of award, and an explanatory text, "Terms and Conditions of a Fulbright Grant." This last document explains the purpose of the grant, the duration, benefits extended, transportation arrangements, insur-

ance coverage, rights and responsibilities of the grantee, and outlines of procedures in the event of certain contingencies. When issuing grants, the Commission should instruct students how to proceed with applications for a visa to visit the country in which they expect to work. If precedents have indicated certain difficulties the Commission might prepare a list of do's and don'ts, because many U.S. students will not have had any previous experience in dealing with a foreign mission. Should this be a recurring problem, the Board of the Commission might wish to investigate the matter to see if the problems can be resolved.

b. In non-Commission countries ECA/A/E authorizes the grant and the cooperating agency issues it along with a Terms and Conditions advisory statement. Upon receipt of the applicant's acceptance the cooperating agency forwards to the grantee insurance information, U.S. carrier notice, emergency and arrival information forms, and press release forms.

c. As noted above, occasionally student grantees experience difficulty in obtaining a visa to visit the country where they expect to carry out their project. To the extent possible, the Post, through the cooperating agency and ECA/A/E, should provide its best advice on procedures to be followed to obtain the necessary clearance.

The cooperating agency also sends to the grantee a congratulatory letter and any specific area or Post information available for guidance in making preparations.

## **10 FAM 425.3-2 Notification to Alternates**

*(TL:PEC-01; 10-01-1999)*

a. In the process of selecting grantees, Commissions/posts may find it desirable to place some applicants in an alternate position, noting that although the applicant's qualifications are satisfactory another applicant is preferred. Should the first choice decide not to accept, the Commission/posts will have the alternate as a possibility. However, placing an applicant in alternate status should not be done unless there is a possibility for an opening.

b. Alternates should be notified of their status as promptly as possible. In the case of those retained by the Commission as alternates, the Commission should send the alternate letter as soon as it has received word of BFS approval. In the case of those nominated as principals by the cooperating agency, but proposed for alternate status by the Commission/post, the latter await confirmation from ECA/A/E that the BFS has reviewed the application and has concurred in placing the applicant in alternate status.



c. Each Commission should report to the cooperating agency the names of alternates in priority order and should indicate the date on which each alternate letter is sent.

### **10 FAM 425.3-3 Notification of Non-Selection**

*(TL:PEC-01; 10-01-1999)*

a. In March of the year for which the application has been submitted, the cooperating agency will begin to send letters of non-selection to those candidates who have been unsuccessful for all countries. The cooperating agency will also send alternate letters to those candidates who are being held in this status for non-Commission countries and some Western Hemisphere Commission countries.

b. At approximately this same time of year the cooperating agency will begin to send letters to Fulbright Program Advisers on the various campuses reporting awards, non-selection, and those designated alternates.

### **10 FAM 425.4 Grant Acceptances or Declinations**

#### **10 FAM 425.4-1 Commission Countries**

*(TL:PEC-01; 10-01-1999)*

a. Upon deciding to accept the application of a U.S. student the Commission prepares four copies of the grant documents, and sends them to the student applicant. The prospective grantee signs three copies accepting or declining. He or she sends one to the Commission, and two to the cooperating agency, which in turn distributes one to the ECA/A/E area branch.

b. If the student accepts the grant the cooperating agency prepares a congratulatory letter for the BFS to send to the grantee.

#### **10 FAM 425.4-2 Non-Commission Countries (Posts)**

*(TL:PEC-01; 10-01-1999)*

a. After the authorization for a grant is processed by ECA/A/E, the documents are given to the cooperating agency to issue the grant. These are fixed-sum awards with the amounts calculated for each category of grant and for each country. Letters containing the award documents, the Terms and Conditions of Award, and the cooperating agency's congratulatory letter will be sent to the applicant with instructions.

b. Upon receiving the responses from the applicants, the cooperating agency will forward the signed grant documents to ECA/A/E branch offices

with a signed copy of acceptance to the Post. If the applicant accepts the award the cooperating agency will then send more detailed information on insurance coverage, travel and other pertinent material.

## **10 FAM 425.5 Special Points**

### **10 FAM 425.5-1 Timing**

*(TL:PEC-01; 10-01-1999)*

Since most graduate schools in the United States issue their awards on or about April 1, and request responses by April 15, either accepting or declining, every effort should be made to notify all Fulbright grant applicants of their status before the first week of April. Commissions especially should be alerted to this situation because extra efforts may have to be made to expedite decisions because of possible delays in communications.

### **10 FAM 425.5-2 Accounting for Nominees on Panels**

*(TL:PEC-01; 10-01-1999)*

All nominated candidates must be accounted for through official channels. The cooperating agency and/or ECA/A/E keep the Commissions informed of all pertinent changes of status, and the Commissions advise ECA/A/E of any information they receive directly, such as withdrawals, postponements, etc.

**Note:** With the exception of those who withdraw, all others either receive grants, become alternates, or are unsuccessful.

### **10 FAM 425.5-3 Institutional Affiliation**

*(TL:PEC-01; 10-01-1999)*

In most cases, grantees are affiliated with one approved institution in the host country, but in special cases the student's project may require that more than one should be involved.

### **10 FAM 425.5-4 Revision of Grant**

*(TL:PEC-01; 10-01-1999)*

If the Commission finds it necessary to revise the terms of a grant it advises the grantee by letter of the changes to be made. A copy of this letter should be sent to the cooperating agency and ECA/A/E.

## **10 FAM 425.5-5 Marriage after Grant Issuance**

*(TL:PEC-01; 10-01-1999)*

a. A student who marries after the grant is issued should immediately advise the cooperating agency or the Commission, whichever is appropriate. Generally, if the marriage takes place before the grant is activated an adjustment is routinely made if the grant is a fixed-sum award. Commissions do not necessarily follow this practice, and may or may not increase the grant because of the marriage.

b. If the marriage takes place after the student has begun his or her project the office issuing a fixed-sum award will consider an adjustment to the grant according to the administrative regulations then in effect.

## **10 FAM 426 DURATION AND BENEFITS OF GRANT**

### **10 FAM 426.1 Duration of Initial Grants and Extensions**

*(TL:PEC-01; 10-01-1999)*

a. Initial grants are issued for 8-12 months or for one academic year. A grantee who requires additional time to complete his or her project may be granted up to three months extension by a Commission/post without prior approval, assuming funding is available. In Commission countries, extensions are authorized by a Commission letter to the grantee with copies to the cooperating agency and ECA/A/E. In non-Commission countries, extensions are awarded by the Department and issued by the cooperating agency with copies to ECA/A/E.

b. Students holding fixed-sum awards may be renewed up to a maximum of 12 months total, regardless of the duration of the initial award.

#### **c. Renewals**

(1) A renewal grant is a grant for a second year abroad, or a major portion thereof, in continuation of the initial one-year grant. Renewals may be made at the discretion of the Commission without prior approval by the BFS or ECA/A/E. However, ECA/A/E must be notified of renewal grants.

(2) Renewals may also be recommended by Posts, but are contingent upon funds being available at the cooperating agency for ECA/A/E grants.

(3) Justification for a renewal must explain the need for an additional year, or for the time requested, and evaluate the grantee's progress to date.

(4) Requests for extensions and/or renewals beyond a second year require the approval of the BFS; such requests must be thoroughly justified and recommended by the Commission/post and ECA/A/E.

(5) Renewal grants provide only maintenance and other benefits normally given in the host country; they do not provide additional travel. At the discretion of the Commission, however, students with first year partial grants may be given maintenance and other benefits to permit a second year of study or research.

## **10 FAM 426.2 Grant Benefits**

*(TL:PEC-01; 10-01-1999)*

### **a. General Benefits** (available to all students):

(1) Use of Diplomatic Pouch: U.S. Fulbright grantees are authorized use of the diplomatic pouch for (a) first-class letter mail only, and (b) a one-time outbound shipment of educational materials to post (four packages, each with a maximum weight of 40 pounds and size of 62 inches length plus girth.)

(2) Availability of Embassy Services: There is no general rule for any U.S. Embassy services to be made available to U.S. Fulbright grantees, but in some countries for reasons which are considered of sufficient weight to justify the activity, grantees are sometimes permitted access to the Embassy's medical services, and in some cases may have check-cashing and other privileges. These are matters to be decided by the Posts individually and the practice at one does not necessarily establish a precedent for another.

### **(3) Health and Accident Insurance:**

(a) Grantees covered: All grantees under the Fulbright Program are covered by health and accident insurance provided by the ECA Bureau. The current limit of this coverage is \$50,000 per illness or injury. Upon receipt of the signed grant document, an insurance identity card is issued by the Commission or the cooperating agency to the grantee along with explanatory materials and instructions.

(b) Grantees are advised that the health insurance provided does not extend to any dependents. It is highly recommended that any accompanying dependents should be covered by health and accident insurance although it is necessary that the grantee procures this personally and at his or her own expense.

(c) Because the exchange program operates worldwide there are great variations among the participating countries in such matters as politi-

cal stability, the possibility of natural disasters, and the availability of competent medical treatment. Grantees should be counseled by the Commissions/posts or the cooperating agency to consider these possibilities and to weigh the need for insurance for dependents to cover any contingencies that might require emergency evacuation.

(d) Some Commission countries require evacuation insurance and will so advise grantees when the grant documents are issued. Detailed information can be obtained from ECA/EX.

**b. Fully-Funded Grants:**

(1) Commission Countries. The countries in which Commissions have been organized offer widely diversified conditions for the international exchange activities of the Fulbright Program. Not only are there many different cultures, languages, and other societal factors, but there are widely different economic levels and degrees of development. For these reasons, among others, Commissions are usually acutely aware of the factors affecting the visiting student, and they maintain an active interest in providing adequate support of the grantee and his or her project. In some Commission countries U.S. grantees may have problems adjusting to economic levels to which they are not accustomed. The maintenance portion of the grant is presumed to provide adequate, but not lavish, support, but sometimes costs for specific items, such as rent, food, heat, transportation, seem outrageously high when compared with cost for similar items in the United States. Commissions try to explain how allowances are determined and point out that people in the academic world everywhere have to adjust to life styles which may be somewhat constraining, and in their Commission budgeting they try to find a balance between what the local students find acceptable, and what a U.S. student might expect. Budgets do not permit funding in excess of needs, but normally a perceived inequity is met with an appropriate adjustment.

(2) In general, fully-funded grants provided by the Commissions include a maintenance allowance, travel, tuition and related fees, an allowance for books and incidentals, language study and orientation, as deemed necessary, health and accident insurance (provided by ECA), plus any other approved allowances deemed necessary on an individual basis.

(3) In deciding the levels and types of support for grantees in the different categories the Commissions are concerned only with the conditions prevalent in their own country. It is intended that grants be adequate to assure that high quality candidates are attracted to the Program and that grantees who participate will be able to fulfill their projects without undue financial hardship.

**c. Non-Commission Countries:**

(1) All U.S. Student Grantees in non-Commission and regional programs are given fixed-sum grants that are calculated to provide support for the grantee and his or her planned project activities.

(2) The total fixed-sum is determined by the Bureau in consultation with the post.

(3) Two general factors affect the calculations: a monthly rate encompassing all items affected by time, such as rent, food, heat, and other on-going expenses, and those expenses that are of a one-time nature such as international travel, local travel necessary for the grant activities, books and equipment, and other expenses.

(4) The amounts to be awarded to students going to any particular country are reviewed annually and adjusted as necessary.

d. **Allowances for Dependents:**

(1) Maintenance allowances for one or more dependents of a fully-funded student grant may be authorized. Such an allowance, if provided, may be continued for extensions or renewals given to the grantee.

(2) Funds for travel or incidental expenses of dependents cannot be authorized under Federal regulations.

(3) Among Commission countries the practice of providing support for dependents of a student grantee is not universal. In most instances, if offered, it is limited to one person.

e. **Partial Grants for Travel:** Partial grants for travel, approved by the BFS, usually provide domestic and international transportation as required only for the study or research activities. In addition, the student is covered by health and accident insurance, emergency medical expenses, and, under certain circumstances, some other benefits, such as funds to permit participation in professional conferences, may be provided.

f. **Assistance from Other Sources.**

Grantees must report to the Commission or the cooperating agency all grants or other funds from other sources which are received concurrently with the Fulbright award. If such additional funds duplicate benefits received from the Fulbright award, the Fulbright grant may be adjusted accordingly.

## **10 FAM 426.3 Revocation, Termination and Suspension of Grants**

*(TL:PEC-01; 10-01-1999)*

a. A grant may be revoked, terminated, or suspended. After a revocation, the grantee is considered as not having received the grant and will not be an alumnus of alumna of the Fulbright Program; after a termination, unless otherwise stated, the grant will be considered to have ended when the BFS announces its decision to terminate; and after a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke or terminate the grant.

b. A Commission/post, has authority to recommend that the BFS revoke or terminate the grant held by a grantee who has departed the United States for the host country.

c. The cooperating agency has authority to recommend that the BFS revoke or terminate a grant to a grantee who has not yet departed the United States for the host country. Before acting on such recommendations, the BFS will review them with the Department.

d. Grounds for revocation include, but are not limited to, the following: violation of the laws of the United States or of the host country, including currency exchange regulations; any act likely to give offense to the host country because contrary to the spirit of mutual understanding; failure to observe satisfactory academic or professional standards; failure to carry out the professional purpose for which the grant was awarded; engaging in unauthorized income-producing activities, or other activities which in the discretion of the Commission, the BFS, and ECA/A/E are inconsistent with the purposes and best interests of the program; physical or mental incapacitation.

e. Unless otherwise specified by the BFS, if a grant is revoked or terminated on any grounds other than physical or mental incapacitation, the remaining allowances and benefits will cease, except for return travel. If a grant is revoked, the grantee will be asked to repay any advance in allowances or benefits theretofore received under the grant.

d. Grantees who stay abroad at their own expense after the expiration of the grant may be allowed to do so at the discretion of the Commission/post without forfeiting the return travel entitlement. The grantee must meet any increase in travel costs resulting from the longer stay and will not have insurance provided by the Department.

e. The additional period abroad will be contingent upon compliance with visa requirements and any other limitations imposed by the host country. U.S. citizens remaining abroad under this authority will no longer be considered grantees, and must not continue to represent themselves as such.

## **10 FAM 427 CHANNELS OF COMMUNICATION**

### **10 FAM 427.1 Communications with Candidates**

*(TL:PEC-01; 10-01-1999)*

Commissions/posts are advised not to write to students prior to selection and awarding of the grant. The cooperating agency has the responsibility for communications with applicants at this stage of the grant process.

### **10 FAM 427.2 Communications with Grantees**

*(TL:PEC-01; 10-01-1999)*

a. After grants are issued Commissions/posts are urged to communicate with grantees on all matters relevant to their grants and the prospective sojourns abroad.

b. Depending on the question, it is sometimes desirable for the student grantee seeking clarification of some item in the grant to communicate directly with the cooperating agency, which, except for matters uniquely of Commission/post concern, is in the best position to respond and advise.

c. Student grantees receiving fixed-sum awards will address all questions to the cooperating agency.

### **10 FAM 427.3 Communications Requesting Personal Information**

*(TL:PEC-01; 10-01-1999)*

Inquiries from individuals or organizations outside the group directly involved in the application, selection, and awards process should be referred to The cooperating agency. Usually the queries refer to the status of an application, or the reasons for non-selection that may frequently involve matters of a personal, or possibly controversial, nature. Commissions, particularly, should be alert to the public relations aspects of releasing this type of information and should without delay advise the cooperating agency and ECA/A/E of the contact. Should the Commission feel it has some informa-



tion that is relevant to the processing of the award in question, and which the cooperating agency should know when framing a reply, the Commission should send this information by letter, fax, or teletype to the cooperating agency.

## **10 FAM 428 SUPERVISION AND REPORTING**

### **10 FAM 428.1 Supervision**

*(TL:PEC-01; 10-01-1999)*

#### **a. Commission Countries**

(1) Grantees are under the supervision of the Commission while in grant status abroad. Commission responsibilities include disbursing funds for support and other purposes under the terms of the grant; supervision of the academic program; orientation to the country; assistance in arranging and maintaining suitable housing/living arrangements; and assistance in emergencies.

(2) Should any incident, illness, accident, or other development be considered an emergency situation, the Commission should advise ECA/A/E or the cooperating agency immediately with all available details, and with a statement reporting if the grantee's family, or any person designated to be advised in case of emergency, has been contacted and informed of the situation. Commissions should be alert to any possible public relations ramifications and report these to the cooperating agency immediately.

#### **b. Non-Commission Countries**

(1) In non-Commission countries student grantees are under the supervision of the Post. Most of the financial matters and routines of administration are performed by the cooperating agency, and the Post's principal responsibility is the promotion of satisfactory relations between the student and the institution of affiliation. In general, Fulbright grantees are independent, serious students and well able to handle their own affairs, but occasionally problems arise and the grantee may seek counseling from the Post. Such assistance and advice as may be given can be of great importance to the success of the program and should be provided whenever possible.

(2) If the Post can include the student grantee and any dependents in orientation programs, or in briefings on local customs and practices, this may contribute to his or her adjustment to the culture and therefore to the establishment of a rapport with his or her academic colleagues.

## **10 FAM 428.2 Reporting**

*(TL:PEC-01; 10-01-1999)*

a. Grantees are expected to submit reports to the Commission as required. Normally a report is requested in order to ascertain what progress is being made and also to learn of any problems which might have an impact on future activities of the program. Grantees are urged to be specific and candid in evaluating their activities and the success or otherwise they may be enjoying.

b. Student grantees in both Commission and non-Commission countries are required to submit a mid-term report.

c. All Commissions and the cooperating agency require a final end-of-the-year report which is supposed to elicit more detail about the grant activities. This information is often useful in preparing the Commission annual report, and sometimes a thoughtful student report is of interest to the administration of the host institution and the cooperating agency as it relates to the institution's participation in the Fulbright international educational exchange program.

d. Upon the completion of the student grant, the Commission prepares and submits to ECA/A/E a report on the student's activities and evaluates the degree of success achieved by the grantee.

## **10 FAM 429 RIGHTS AND RESPONSIBILITIES OF THE GRANTEE**

### **10 FAM 429.1 General**

#### **10 FAM 429.1-1 Non-Academic**

*(TL:PEC-01; 10-01-1999)*

a. Grantees are responsible for any visas and passports necessary for themselves and their dependents. They must also bear the cost for these items.

b. Grantees are responsible for any income tax reporting or liabilities of concern to the IRS or to the tax departments of their States.

## **10 FAM 429.1-2 Cultural Promotion of Mutual Understanding**

*(TL:PEC-01; 10-01-1999)*

a. As provided in U.S. law, all recipients of Fulbright academic exchange grants will have full academic and artistic freedom, including freedom to write, publish, and create, and no grant granted by the Board may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the protections of academic and artistic freedom normally observed in universities in the United States. It is the policy of the Board to ensure that the academic and artistic freedoms of all persons receiving grants are protected.

b. Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity which is in keeping with the spirit and intent of the Fulbright Program and which will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Grant recipients are expected to obey the laws of the host country.

c. A person accepting a grant is not by virtue thereof an official or employee of the U.S. Department of State or other agency of the U.S. Government, or of an agency of the government of the host country.